



Stockholm, 16.06.2021

Job Opening at the Embassy of Switzerland in Stockholm

As the official representation of Switzerland in Sweden, the embassy covers all matters concerning diplomatic relations between Switzerland and Sweden. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education, culture and tourism. It also monitors the economic and political situation in Sweden and reports on important developments to Switzerland.

To support the **Embassy's economic team** in strengthening economic, trade and innovation cooperation between Switzerland and Sweden and in promoting Swiss economic interests in Sweden we are looking for an:

Economic Advisor **(Employment for one year with possible prolongation)**

Description of tasks:

- Research of information and reporting on economic, trade and innovation issues
- Answering inquiries from head office in Bern
- Participation at external events and meetings followed by reporting
- Support in the drafting of the embassy's yearly economic report
- Edit the embassy's monthly report on current events
- Project and invitation management for events of the economic section
- Social media posts for the economic section
- Organization of company visits
- Maintenance of different tools (company lists, address lists etc.)
- Administrative support to the economic section

Qualifications needed:

- Experience in economic, trade, innovation and financial affairs
- Ability to quickly research and analyze information
- Experience in writing both short notes and longer reports
- Experience in project and event management
- Ability to use social media tools
- Experience in administrative support
- Flexibility to work outside ordinary office hours during events
- Fluent in English and Swedish (both oral and in writing)
- Knowledge of German, French or Italian is an asset
- Very good knowledge of Windows Office

We offer an international, multilingual work environment in a small, motivated team, and a competitive salary.

Interested? Please send your application to stockholm@eda.admin.ch by June 30th, 2021 (start of employment by arrangement).